

FY 2004 Reimbursable Project Allotment Request Form Instructions

The Reimbursable Project Allotment Request Form has been developed for use in submitting a request to the Budget Office for an allotment for reimbursable projects that are not supported by reimbursable agreements (e.g., fixed fees sales or civil monetary penalties). The form should be signed and sent to the Budget Office, and a copy should also be forwarded to the Finance Office.

<u>Field Name</u>	<u>Description</u>
Reimbursable Project Code	CAMS reimbursable project code.
Title of Reimbursable Project	Title of the reimbursable project.
Description of Activity	Describe the activity done by the reimbursable project.
Allotment Amount	Amount of allotment requested based on historical records or amount of anticipated reimbursements.
Allotment Distribution	For each quarter, enter the amount the Budget Office should establish as the allotment for the project. The total of the four quarter should not exceed the total allotment amount entered above.
<u>NOAA Line Office Contacts:</u>	
Billing Contact Name	The name of the NOAA person the Finance Office should contact with any billing questions.
Phone Number	The phone number for the NOAA person described above.
Program Contact Name	The name of the NOAA person responsible for the activity (may be the same as the billing contact).
Phone Number	The phone number for the NOAA person described above.
Organization Code	The organization code for the NOAA program contact.
Email	The email address for the NOAA person responsible for the activity.
Special Requirements:	Description of billing instructions and any other unique circumstances.

On Line/Staff Program Manager Signature

Signature of the On Line/Staff Program Manager along with their typed or printed name, title and date of signature.